



## UTILITIES SUPERINTENDENT

Job Code: 4001

EEO Class Code: Officials / Administrators

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o018

### NATURE OF WORK

Performs difficult professional and administrative work overseeing the planning and management of the operation, renewal, construction, repair, and maintenance of the water, wastewater, and storm drainage systems in the City's Public Works Department. Emphasis of the work is on directing professional, technical, administrative, and clerical staff in the operation functions of the systems including meter services, maintenance, construction, storage and pumping.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Oversees the planning, coordination, assignment, and inspection of the work of crews engaged in waste water and storm water system maintenance and repair; and the operation of wastewater and water pumping equipment and systems in accordance with prescribed guidelines
- Consults with operations supervisors to review ongoing projects, plan future project, and review employee development, training, and adherence to safe work standards
- Oversees the preparation of reports and records on division activities
- Establishes procedures and standards for the work of the division
- Researches and develops specifications for materials and services and consults with budget and purchasing personnel
- Develops and monitors annual budgets for each division
- Gathers and reviews data to support work of Legal Department and insurance carrier in tort cases
- Consults with Human Resources Department personnel to fill vacant positions, resolve grievances, and proceed with disciplinary actions
- Consults with state, county, federal, and other municipalities regarding system service operating parameters, rules, contract, mutual aid agreement, training, and material specifications
- Investigates and resolves water, wastewater, and storm water system-related problems such as unauthorized discharges, pollution complaints, health hazards, water quality, and contamination; responds to public inquiries, complaints, and other unusual problems
- Develops emergency plans and prepare field forces to handle unforeseen situations like hazardous pollutant discharges into the water-wastewater systems and natural calamities such as hurricanes, floods, etc.
- Receives and responds to citizen inquiries
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the principles, practices, and equipment used in wastewater, water system, and storm water construction, repair, and maintenance
- Considerable knowledge of civil engineering principles as applied to wastewater, water, and storm water system operations
- Extensive knowledge of the geography of the City
- Extensive knowledge of the occupational hazards of the work and necessary safety precautions
- Ability to plan, supervise, and inspect the work of skilled and semiskilled workers
- Ability to establish and maintain effective working relationships with City officials, private contractors, and the general public
- Ability to prepare a budget and monitor division expenditures

- Ability to prepare and maintain detailed records

## MINIMUM REQUIREMENTS

- Five (5) years' experience in the construction, repair, operation, and maintenance of water and/or sewer systems including three (3) years' experience in a supervisory capacity
- Extensive knowledge of the principles, practices, and equipment used in sewer and water system construction, repair, and maintenance
- Considerable knowledge of civil engineering principles applied to sewer and water system operations
- Extensive knowledge of the geography of the City
- Extensive knowledge of the occupational hazards of the work and necessary safety precautions
- Ability to plan, supervise and inspect the work of skilled and semiskilled workers
- Ability to establish and maintain effective working relationship with City officials, private contractors, and the general public
- Experience may substitute for education on a year for year basis
- **DESIRE:**
  - Graduation from an accredited college or university with a Bachelor's degree in Engineering or a related field.
  - Additional training and/or certification in the areas of water, wastewater, and storm water

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, and kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General direction is received from the Director of Public Works
- Work is performed with little direct supervision and with extensive latitude for the use of independent judgment
- Performance is evaluated for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations

## SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations